

## **PCA- Technical Assistance**

**Purpose:** Perform technical assistance projects as requested by the Department.

### **Identification of Roles:**

1. Accounting Assistant – Perform technical assistance projects as needed.
2. Staff Accountant – Perform technical assistance projects as needed.
3. Senior Accountant – Perform technical assistance projects as needed.
4. Supervisor – Perform technical assistance projects as needed.
5. Manager – Perform technical assistance projects as needed.

### **Performance Standards:**

No performance standard in the RFP.

### **Path of Business Procedure:**

- Step 1: Receive technical assistance project request from the Department via electronic mail or by verbal communication.
- Step 2: Review the request to determine plan of action and timeline for completion.
- Step 3: Perform the requested technical assistance project.
- Step 4: Review the completed task.
- Step 5: Submit to the Department for review via electronic mail or hand-delivered.

### **Forms/Reports:**

1. Forms/Reports as requested by the Department.

### **RFP References:**

6.7.4.2.3

### **Interfaces:**

N/A

### **Attachments:**

N/A